**Job Title:** Maintenance Mechanic I

**Department:** Environmental Services

**Immediate** 

**Supervisor:** Operations Supervisor – Reclamation

<b>Origination Date:</b>	05/17/2007
<b>Revision Date:</b>	07/01/2012
Job Grade	801
FLSA Status	Non-exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Under general supervision, performs semi-skilled tasks in maintenance and repair of machinery and equipment at water, wastewater, and wastewater collection system facilities. Work involves the operation of machinery, but emphasis is on servicing, repairing, and performing preventative maintainance on various equipment. This position may be required to assist skilled workers with complex equipment repairs. Assignments are given both verbally and written.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical	
	Strength Code	ESSENTIAL FUNCTIONS
1	L	Carries out an on-going inspection and preventative maintenance program to ensure adequate mechanical operation includes: cleaning, adjusting, aligning, and lubricating equipment in compliance with preventative maintenance programs.
2	L	Troubleshoots equipment as referred by work orders or verbal directions, determines necessary repairs, makes recommendations to supervisor regarding actions needed, and performs such work as feasible and appropriate.
3	Н	Assists with repairs to pumps, motors, sludge centrifuge gear drives, mechanical barscreens, chlorinators, gas compressors, valves, blowers, booster pumps, well sites, and other types of equipment related to water or wastewater facilities. Completes assigned job specific training criteria and objectives.
4	Н	Under supervision, utilizes a variety of mechanical tools to fabricate, rebuild, strengthen, and maintain various parts and pieces of plant equipment.
5	S	Maintains work records, work order process, preventative maintenance records, and computer directed preventative maintenance records as required.
6	S	Assists with picking up supplies and materials as required for completion of various work assignments.
7	M	Operates mechanical equipment to diagnose problems and determine repairs as needed.
8	S	Demonstrates a continuous effort to improve operations, decrease turnaround time, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
9	S	Works in a safe manner when performing mechancial maintenance and repair work of facilities.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum six months experience in a related field.
Certifications and Other Requirements	Valid Driver's license and the ability to meet Self-Contained Breathing Apparatus (SCBA) physical examination requirements established by the City designated physician and successfully complete departmental SCBA training/certification requirements.
Reading	Work requires the ability to read O&M manuals, memos, and work assignments.
Math	Work requires the ability to perform general math calculation such as, addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write repair orders.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review
Technical Skills	Limited Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal / Human Relations Skills	Moderate - Work requires regular interaction involving exchange and receipt of information. The purpose of interactions is primarily the sharing of information.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	<ul><li>☒ File drawers</li><li>☒ Equipment</li><li>☒ Tables and chairs</li><li>☒ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☑ Calibrating equipment</li></ul>	Climbing	□ N □ R □ O □ F ⊠ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☑ Equipment</li><li>☑ Files</li></ul>	Foot Controls	□ N □ R □ O ⊠ F □ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R ⊠ O □ F □ C	<ul><li>☑ On ladders</li><li>☑ On equipment</li><li>☑ On step stools</li></ul>
Sitting	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R ☑ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ☑ C	<ul><li>☒ Communicating via telephone/radio, to co-workers/public</li><li>☒ Listening to equipment</li></ul>
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Under equipment</li><li>☑ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
Hand tools, power tools, telephone, fax			chicle, crane, el	ectrical testin	g equip	ment, welders	, and to	orches.	
					-		-		
Computer Equipment and S	Software:								
Personal computer, printer, related soft	ware.								
<b>Environmental Factors:</b>									
Environmental Condition	ons	Never	Seasonally	Several T Per Mor		Several Ti Per Wee		Daily	
Extreme temperature	.,		[C]					]	
(heat, cold, extreme temp. changes f work)	rom outside		$\boxtimes$						
Wetness and/or humidity			$\boxtimes$						
(bodily discomfort from moisture)			1	_		]			
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)			X					
Noise and vibration	<del>. '</del>			×					
(sufficient to cause hearing loss)				1-1-1		J			
Physical hazards (high voltage, dangerous machinery	aggressive							$\boxtimes$	
prisoners, patients – <u>not customers</u> )	, 480		_					_	
Health and Safety Condition	ns:								
Health and Safety Conditions	N = Never	R = Rarel	O = Oc	casionally	F = 1	Frequently	C =	Constantly	
-	Never	Less than	1 1/3 o	r more of	Fron	n 1/3 to 2/3		or more of	
	occurs	hour per we	eek th	e time	of	the time	1	the time	
Mechanical hazards						$\boxtimes$			
Chemical hazards				X					
Electrical hazards				<u>×</u>					
Fire hazards		X		<u> </u>					
Explosives		×		<u> </u>					
Communicable diseases	<b>├</b>			<u> </u>		<u> </u>			
Physical danger or abuse Other (specify)									
Other (specify)		Ц		Ц		Ц		Ш	
<b>Primary Work Location:</b>									
☐ Office Environment									
☐ Warehouse									
☐ Shop									
☐ Vehicle									
☐ Recreation Centers/Neighborhoo	od Centers								
☑ Outdoors									
☐ Other (Specify)									
Protective Equipment Requ	ired:								
Hard hat, gloves, safety glasses, safety		oes, face shield	l, welding shiel	d, SCBA					
			-						

### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks		×		
Irregular Schedule/Overtime			$\boxtimes$	
Performing Multiple Tasks Simultaneously		×		
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

#### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.